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G.1 FAA CONTACTS FOR ADMINISTRATION

G.1.1 Designation of Contracting Officer (CO)

The FAA Contracting Officer's name and address assigned to this contract are as follows:

Federal Aviation Administration
 Attn: Sharonda Holmes
 800 Independence Ave., SW, Suite 406
 Washington, DC 20591

Phone: 202-267-7326

G.1.2 Designation of Contracting Officer’s Technical Representation (COTR)

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The Contracting Officer hereby designates the following individual as the COTR for this contract:

FAA William J. Hughes Technical Center
Attn: Marian Parrington, AOT-100
Atlantic City International Airport, NJ 08405

Email: Marian.Parrington@FAA.gov
Phone: (609) 485-6931
Fax: (609) 485-4936

G.2 GOVERNMENT PERSONNEL'S AUTHORITY

The administration of the contract will require maximum coordination between the Government and the Contractor. The Contractor is solely responsible for the total management of its performance on the contract.

G.2.1 Authority of Contracting Officer

The Contracting Officer is responsible for all contract administration under the contract. The Contracting Officer may designate, in writing, a Contract Specialist who will assist in the administration of contractual matter under the contract. All correspondence regarding contract administration should be addressed to the Contracting Officer.

The Contracting Officer identified is the only person authorized to approve changes in any of the requirements under the contract and, notwithstanding any clause contained elsewhere in the contract, the said authority remains solely with the Contracting Officer. No verbal statement by any person, or unwritten statement by anyone other than the Contracting Officer, or his/her authorized representative acting within the scope of his/her authority, shall be interpreted as modifying or otherwise affecting the terms of this solicitation or any resulting contract. In the event the Contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract to cover any increase in commodity as a result thereof.

All requests for interpretation shall be made in writing to the Contracting Officer. The contractor shall submit request for modification of the contract to the Contracting Officer with a copy of the request to any appointed Contracting Officer's Technical Representative.

Contracting problems, of any nature, that may arise during the life of the contract must be handled in conformance with the FAA Acquisition Management System regulations. Only the Contracting Officer is authorized to formally resolve such problems. The Technical Officer and the Contractor shall bring all such unresolved contractual problems to the immediate attention of the Contracting Officer.

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G.2.2 Authority of Contracting Officer's Technical Representative

The FAA Contracting Officer shall designate the FAA Contracting Officer's Technical Representative for the contract in writing after award of contract. The COTR will be responsible for all technical monitoring of this contract.

The COTR is not authorized to change the scope of work or specifications in the contract, make any commitments or otherwise obligate the Government, or authorize any changes which affect the Contract price, delivery schedule, period of performance, or other terms and conditions of the contract.

G.3 TECHNICAL DIRECTION

Performance of the work under the contract shall be subject to the technical direction of the COTR as identified in Section G.2.2. The term "technical direction" is defined to include direction to the Contractor that require pursuit of certain lines of inquiry, fill in details or otherwise serve to accomplish the contractual Statement of Work.

G.4 CORRESPONDENCE PROCEDURES

To promote timely and effective contract administration, correspondence (except for invoices and reports) submitted under the contract shall be addressed to the FAA Contracting Officer with an information copy of the correspondence to the FAA COTR. All correspondence shall contain a subject line commencing with the contract number.

G.5 INVOICES AND PAYMENT

The Web portal will provide specified FAA representatives opportunity to purchase catalog items either by using their Government-issued credit card or by utilizing the local procurement process via purchase order.

An itemized invoice must be submitted for each order for all deliveries made. The Contractor shall submit one (1) executed original and two (2) copies of Standard Form 1034, Public Voucher for Purchases and Services Other than Personal, together with Contractor's regular invoice to:

U.S. MAIL
FAA Accounts Payable Branch, AMZ-110
P.O. Box 25710
Oklahoma City, OK 73125

FEDEX
FAA Accounts Payable Branch, AMZ-110
6500 S MacArthur Blvd.
Oklahoma City, OK 73169

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Invoice(s) shall reference the Contract Number, Order Number and if applicable, modification number and type of Services delivered.

For example:

Contract Number	Order Number	Modification Number
DTFAWA-09-D-00018	0001	0002

Copies of the invoice must be mailed to the Contracting Officer and to the customer's servicing finance organization. Invoices must match customer's order line for line.

G.6 ACCOUNTING AND APPROPRIATION DATA

The accounting and appropriation data is assigned as follows for the amount of funding obligated under this contract:

MODIFI- CATION #	APPROPRIATION DATA	AMOUNT FUNDED	TOTAL FUNDED (CUMULATIVE)